



Application Pack and Job Description
Dawlish College
Art & Technology Technician



Dawlish College Art & Technology Technician

Ivy Education Trust is seeking an outstanding individual with drive, passion, enthusiasm and ambition to join our Art and Technology departments in the next stage of their development. You will support the teachers in delivering outstanding and interactive lessons across different topics within the department leading to high levels of student progress.

As a technician you will provide support to the teaching of Art and Technology each day during term time by ensuring that all equipment, apparatus and teaching materials are well maintained and ready for use in the classroom and by supporting teachers and students with their practical work.

Somebody with a high level of personal initiative and someone who works well in a team is required.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about the role, then please email people@ivyeducationtrust.co.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to people@ivyeducationtrust.co.uk.

Completed application forms should be sent to people@ivyeducationtrust.co.uk before the closing date stated below.

Closing date for applications is Monday 27th March at 09:00. Interviews will take place once applications have been shortlisted.

Job Description

Job Title:	Art & technology Technician
Location:	Dawlish College
Responsible to:	RSL Art & Technology & Senior Leadership Team
Salary:	Scale 4, Point 7-12 (£22,369-£24,496) actual starting salary £21,240 pa pro rata. 40 hrs per week 40 weeks a year
Contract:	Permanent
Start Date:	Immediate start

Role Description

To provide support to the teaching of Art & Technology each day during term time by ensuring that all equipment, apparatus and teaching materials are available at the beginning of each lesson and are cleared away at the end of each lesson.

Main Duties & responsibilities:

To prepare materials and equipment for Art & Technology lessons, including:

- carrying out risk assessments for technical activities
- disposing of waste materials
- collecting apparatus from storage
- checking components in and out for class use
- liaising with staff over use of equipment and stock
- advising staff of any problems, including health and safety
- returning apparatus to storage as soon as possible
- repairing or arranging repair of damages
- purchase of sundries
- moving books and equipment between classrooms

To maintain classrooms and preparation rooms and their equipment in good order, including:

- keeping areas clean and tidy in conjunction with the classroom teacher
- cleaning the sinks, bench tops and spillages
- storing materials tidily
- keeping equipment clean, including goggles, safety screens, cupboards and other items
- carrying out servicing, testing, safety checks and other routine maintenance of specific equipment
- ensuring that standardised risk assessments are available and that all staff are aware of their location.
- maintaining a resource bank of safety information
- contributing to the monitoring systems to ensure the maintenance of practical facilities and services. Locking up of stores and securing equipment when not in use compliance with COSHH regulations

To provide general support to teachers in the Art & Technology departments, including:

- taking stock of consumables, stationery, books and breakable items
- advising the RSL Art & Technology on stock replacement requirements
- ordering stock and equipment and checking deliveries Supporting the successful completion of practical aspects of technical qualifications in Music and Performing Arts
- Supporting students with their practical work, including the practical aspects of GCSE and vocational qualifications in Art & Technology
- participating fully in the varied departmental activities including supporting the effective running of Electives in Co-Curricular time

General Expectations

- Set a good example to pupils they work with

- Consider carefully issues of confidentiality when dealing with school matters
- Have high expectations of pupils' behaviour, academic and social abilities
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

Other duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the school.
- To follow the school's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the school as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities
- To comply with the school's Health & Safety policy and statutory requirements

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Role Requirements:	Essential	Desirable	How Assessed
Qualifications:			
Educated to GCSE grade C level (or equivalent) in both Maths and English	√		Application Form
An Art or Technology Qualification or relevant experience in a practical and/or creative field	√		Application Form
Experience and qualifications related to working in schools or working with young people		√	Application Form
Experience:			
A professional understanding or working knowledge of educational settings	√		Application Form; Interview
A professional understanding or working knowledge of workshops and practical working environments	√		Application Form; Interview
A professional understanding or working knowledge of machine tools and their maintenance and safe operation	√		Application Form; Interview
The ability to support and guide students to independently create high quality plans and products		√	Application Form; Interview
Experience in Set and Prop construction		√	Application Form; Interview
A professional understanding or working knowledge of ICT and its applications in design and production		√	Application Form; Interview
Personal and Professional Skills and Attributes:			
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview;
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure, prioritise and meet deadlines	√		Application Form; Interview
Excellent analytical skills	√		Application Form; Interview
Ability to relate well to young people	√		Application Form; Interview; References
Highly motivated and enthusiastic	√		Application Form; Interview
High expectations of self	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Well-developed interpersonal skills	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview;
Attentive to detail	√		Application Form; Interview
Ability to use initiative to identify and solve problems and get results	√		Interview

Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.